

「プロだからわかる、あなたのスキルが活躍の場所」  
60以上の業界・職種に特化した専門チームがサポート

Robert—  
—Walters

## 【英語を活かす】間接調達担当スタッフ/ Indirect Procurement Staff

化粧品会社にて、間接調達担当スタッフの求人がございます。

### 募集職種

#### 人材紹介会社

ロバート・ウォルターズ (Robert Walters)

#### 採用企業名

化粧品会社

#### 求人ID

1597517

#### 業種

日用品・化粧品

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

600万円 ~ 800万円

#### 休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

#### 更新日

2026年06月19日 14:33

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

A renowned cosmetics company is looking for an Indirect Procurement Staff. The selected candidate will manage indirect purchasing strategies, supplier activities, process improvements, and compliance across key business divisions. This is a hybrid role.

This company is a respected name in cosmetics and beauty products in addition to being very active in various research fields. With tens of thousands of employees around the world, this company is firmly established as an industry leader.

#### Keywords:

サプライチェーン, 物流, ロジスティクス, 求人, 外資系

Job Ref: RF8HCM

**Responsibilities:**

- Build trusted relationships with business divisions as the main contact for purchasing matters
- Develop division-specific procurement strategies aligned with business goals
- Manage sourcing and bidding across indirect categories such as marketing, POS, digital, IT, HR, and scientific services
- Identify spend consolidation opportunities and cross-category synergies
- Lead strategic projects, supplier events, and supplier integration activities when required
- Validate purchase orders, improve procurement processes, and ensure compliance with group policies

**Requirements:**

- Experience as a buyer in indirect areas (marketing, promotion, POS, digital, scientific services, or HR services)
- Skilled in analysing complex data to generate actionable insights
- Business level written and spoken Japanese and English (TOEIC 750+)

**Preferred requirements:**

- Experience in an international company (FMCG or luxury industry is ideal)
- Prior experience with procurement systems such as SRM, Ariba, or SAP

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**会社説明**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.